

DENISE MONEGRO
2860 Randall Avenue Apt. #2
Bronx, NY 10465
TEL.1-917-600-3161

Email – chiquimylove24@optonline.net

OBJECTIVE To secure a position where I can demonstrate my working skills.

EDUCATION Queensborough Community College
The City University of New York, *Bayside, NY*
Associate in Applied Science, *Registered Nurse*
Anticipated Graduation, May 2010

Lehman High School, *Bronx, NY*

Graduated, June 2007
Received, Regent Diploma
Relevant Coursework: Liberal Arts

EXPERIENCE Chiropractor Medical Office *Bronx New York*
Receptionist /Medical Assistance 08/25/08 to 7-3-09
Filing, receptionist, typing, greeting and assisting the doctor in setting up patients.

Sales Person 09/07 – 07/08
Mandees Clothing Store, *Bronx, NY*
Reviewed and adjusted delivery manifest of floor display and stock merchandise in an orderly matter. Greet customers and direct throughout store.

Office Clerk/Receptionist 06/06 – 04/07
Dr. Rothfeld (Dermatologist)
30 East 60th Street, *New York, NY*
Filing, Receptionist, making & confirming appointments

Student Volunteer 9/04 – 05/06
P.S. 170x09, *Bronx, NY*
Assist with clerical work in general office, help kindergarten, first and second graders with homework; assist Parent Coordinator to seek help for parents.

SKILLS MS Office 2007, Office Mac 2004, Internet and E-mail.,
Microsoft Windows XP, Receptionist, Customer Services

Fluent in Spanish, Creative, Athletic, Outgoing and Responsible

INTERESTS Singing, Dancing, Working with children

REFERENCES Furnished upon request

